

Be Peace – Be Hope (BPBH) Donor Privacy Policy

Effective Date: December 15, 2025

Organization: Be Peace – Be Hope (BPBH)

1) Purpose

Be Peace – Be Hope is committed to respecting donor privacy and safeguarding personal information entrusted to us. This policy explains how we collect, use, store, and protect donor information.

2) Scope

This policy applies to all donor information collected by BPBH through any method, including online donations, event registrations, mailed contributions, in-kind gifts, recurring donations, donor-advised funds, workplace giving platforms, and other fundraising activities. It applies to BPBH staff, board members, volunteers, and authorized contractors who may access donor information.

3) Information We Collect

BPBH may collect the following donor information as needed for fundraising, receipting, compliance, and relationship stewardship:

- Name, mailing address, email address, phone number
- Donation amount(s), dates, and giving history
- Employer matching gift information (when provided)
- Communication preferences (opt-in/opt-out)
- Payment details **only as necessary to process donations** (see Section 6)

4) How We Use Donor Information

BPBH uses donor information to:

- Process donations and issue acknowledgements/receipts
- Maintain accurate donation records for financial reporting and legal compliance
- Communicate about the impact of gifts, program updates, and fundraising opportunities
- Respond to donor inquiries and provide customer service
- Administer events, campaigns, and matching gifts (when applicable)

5) Donor Information Sharing

BPBH **does not sell, trade, rent, or share** donor personal information with any third party for marketing or fundraising purposes.

We may share limited donor information only in the following circumstances:

- **Service providers** who help us operate (e.g., donation processing platforms, email services, donor databases, accounting support), and only to the extent necessary to perform their services
- **Legal or regulatory compliance** when disclosure is required by law (e.g., IRS reporting requirements)
- **With donor permission** when a donor explicitly authorizes us to share information

6) Online Donations and Payment Security

BPBH uses reputable third-party payment processors and fundraising platforms to process online donations (STRIPE, PAYPAL). BPBH does not store full credit card numbers or CVV codes. Payment information is handled through secure, encrypted systems maintained by the payment processor and aligned with industry security standards (e.g., PCI-related practices).

7) Data Security and Access Controls

BPBH takes reasonable administrative, technical, and physical measures to protect donor information, including:

- Limiting access to donor data to authorized personnel on a need-to-know basis
- Using password-protected systems and role-based access where available
- Maintaining secure storage of digital and paper records
- Using reputable software platforms and service providers (Godaddy, Google)
- Training staff/volunteers on confidentiality expectations

8) Donor Choice, Opt-Out, and Communication Preferences

Donors may request to:

- Opt out of fundraising communications
- Update contact information or communication preferences
- Request that their donation be listed as anonymous
- Request that BPBH not publicly recognize their gift

BPBH honors donor requests to the greatest extent possible and in accordance with legal and recordkeeping requirements.

9) Public Recognition and Anonymity

BPBH may recognize donors publicly (e.g., annual report, website, event materials) only when appropriate and consistent with donor preferences. Donors may request anonymity at any time, and BPBH will honor this request.

10) Record Retention

BPBH retains donor records as required for legal, tax, audit, and operational purposes. When information is no longer needed, BPBH disposes of it securely.

11) Policy Updates

BPBH may update this policy periodically. Updates will be reflected in the effective date above.

12) Contact

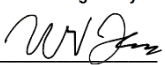
Questions or requests regarding donor privacy can be directed to:

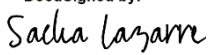
Be Peace – Be Hope (BPBH)

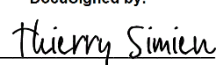
Email: info@bepeacebehope.org

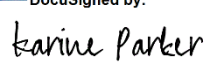
Mailing Address: 21175 State Highway 249, Suite 315, Houston, TX 77070-1655

AGREED AND ACCEPTED BY THE BOARD MEMBERS AS OF DECEMBER 15, 2025:

DocuSigned by:

E40E6B3066DC45A... 12/15/2025 Bill Flores, President

DocuSigned by:

EF6BD4C929A3482... 12/15/2025 Sacha Lazarre, Vice-President

DocuSigned by:

1063203E730C474... 12/15/2025 Thierry Simien, Secretary

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CFFD59613913493... 12/15/2025 Karine Parker, CEO

Thierry Simien, Secretary

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Karine Parker CEO 3/1/2024
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